



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS International Registration Plan

How to add a vehicle to an established fleet

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IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function (see page 11) to return to the last saved page.



BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.saferys.org or download a paper copy at www.modot.org/mcs/irp/index and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated at least once every 18 months. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277.

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
1320 Creek Trail Drive
PO Box 893
Jefferson City, MO 65102-0893

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

THE ADD VEHICLE SUPPLEMENT REGISTERS ADDITIONAL VEHICLE(S) TO AN ESTABLISHED FLEET

Qualified Vehicle –

- A power unit having 2 axes and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 lbs., or
- A power unit having 3 or more axles, regardless of weight, or
- A vehicle used in combination when the weight of such combination exceeds 26,000 lbs.

Trailers –

- Not required to have apportioned plates, but apportioned plates are available from Motor Carrier Services when at least one power unit is actively registered in the apportioned fleet
- Apportioned trailer plates are not transferable or refundable.

Required Supporting Documents –

- Owner's title or validated titling application receipt
- Lease agreement when equipment is leased
- Federal Heavy Vehicle Use Tax Receipt (Form 2290) showing VIN if licensing in excess of 54,000 lbs. (not required for trailers)

1. Log on - www.modot.org/mce

MoDOT CARRIER EXPRESS

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Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

If you have forgotten your password, [Click Here](#)

System Status messages will go here. If there are none this area will be blank.

Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit www.modot.org/mcs/MotorCarrierExpress.htm to send a request.
- **MoDOT Carrier Express works with Internet Explorer 6.0 and 7.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuance on the main page of our Web site www.modot.org/mcs
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.

MoDOT Motor Carrier Services
1320 Creek Trail Drive, PO Box 893
Jefferson City, MO 65102-0893
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

a. Enter your userID and password. Click on **SIGN IN**

2. The **Welcome to the MoDOT Carrier Express** page appears

This page contains links for various activities and information pages

State of Missouri
Motor Carrier Services

CONTACT | JOBS | NEWS | SITEMAP

My Portal | Edit My Profile | ? | Log Out

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

My Favorites GO

Welcome to the MoDOT Carrier Express!

Account Name: Customer ID USDOT Number:

Click on the link below to take you to the appropriate tab to begin a transaction.

Click here to begin any of the IRP activities below:

- Add a vehicle to your fleet (Select Supplement, Add Vehicle)
- Transfer a plate (Select Supplement, Add Vehicle & Transfer)
- Replace a plate (Select Supplement, Replace Plate)
- Renew your plates (Select, Renewal)
- Reprint a cab card (Select, Reprint)
- Correct cab card info (Select, Supplement, Cab Card Correction)
- Continue an unfinished transaction (Select Supplement Continuance)

Click here to View IRP information below:

- Active vehicles (Select Fleet Active Vehicles)
- Deleted vehicles (Select Fleet Deleted Vehicles)
- Information for a specific vehicle (Select Vehicle)
- Weight groups (Select Weight Group)
- Status of your current license year transactions (Select Supplement)
- Current license year jurisdictions/mileage (Select Fleet Mileage)

Click here to begin any of the IFTA activities below:

- File or amend a quarterly tax return (Select Quarterly Tax Return)

Click on the transaction below for Payment activity:

- [Pay bill](#)
- [View your account balances](#)
- [Reprint an open bill](#)

Click here to begin any of the OSOW activities below:

- New permit (Select New)
- Recall or view last saved permit (Select Open Last)
- Update Vehicle Information (Select Vehicle Units)
- View open permit applications

Click here to begin an INTRASTATE AUTHORITY activity:

- Renew to obtain intrastate decals (Select Intrastate Regulatory, Renewal)

Click here to begin any of the UCR activities below:

- New or renewal registration
- Continue an unfinished registration

a. To proceed with your supplement, click on **APPLICATIONS** or the **IRP ACTIVITIES LINK**

3. The **Motor Carrier Services Program Information** page appears. Click on the **IRP** tab

State of Missouri
Motor Carrier Services

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HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

Information **IRP** IFTA PERMITS OS/OW HW/WT

WELCOME CARRIERS!

This portal is your gateway to Missouri state requirements, forms and information for businesses and individuals interested in commercial operations of trucks, tractor-trailers, buses, limousines, or other commercial motor vehicles, on public highways in Missouri.

Motor Carrier Services

4. The **IRP Main Menu** page appears

State of Missouri
Motor Carrier Services

CONTACT | JOBS | NEWS | SITEMAP

My Portal Edit My Profile ? Log Out

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OS/OW HW/WT

My Favorites GO

Account Nbr:

IRP Main Menu

Renewal

Supplement

Supplement Continuance

Reprint

CONTINUE Submit Refresh Help

a. Click on **SUPPLEMENT** and complete the requested screen information

My Portal

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OD/OW HW/WT

Supplement Menu

Add Vehicle

Replace Plate

Add Vehicle & Transfer

ACCOUNT NBR: 1

FLEET NBR:

EXP MM/YR:

SUPP EFF DATE: 5 6 2008

TVR REQUIRED: ☐ TVR NBR OF DAYS:

CONTINUE Submit Return Refresh Help

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed

b. Click **SUBMIT** - Click **SUBMIT** again to confirm

5. The Add Vehicle (Control Screen) appears

My Portal Edit my profile
My Favorites

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OD/OW HW/WT

Add Vehicle Account Nbr: 1 Supp Nbr: 0002 **ADD VEHICLE** Fleet Nbr: 1 Exp MM/YR: 3/2009
USDOT Nbr:

VEHICLE CONTROL: VEHICLES ADDED: 0
VIN: COPY UNIT:

CONTINUE Submit Quit Refresh Help

NOTE: This screen controls the number of vehicles to be added. The control feature verifies that a unit was not missed. The supplement will not be invoiced until the vehicle control number matches the number of units added. The vehicle control number may be changed if needed.

- In the vehicle control field, enter total number of units being added (required)
- Enter the VIN of the first unit (required) Do not use copy unit for the first unit added
- When adding multiple vehicles that have some of the same data, you may enter the unit number of the previously added vehicle in the Copy Unit box, instead of the next VIN. Adjust the data for the new vehicle

6. The Add Vehicle (Vehicle Detail) screen appears

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS MY SETTINGS My Favorites

Information IRP IFTA PERMITS CVIEW OS/OW HW/WT WORKLIST Pending Insurance

Add Vehicle Account Nbr: 1 Supp Nbr: 0001 **ADD VEHICLE** Fleet Nbr: 1 Exp MM/YR: 12/2010
USDOT Nbr:

Fleet Status: 0 - ACTIVE Fleet Type: PVR - PRIVATE Commodity Class: A - ALL

Vehicle Control: 0001 Vehicles Added: 0
VIN: 1FUJA6CK48L259685 Copy Unit:

Vehicle/Registration Information

Unit: 102 Year: 2008 Make: FRHT - FREIGHTLINER
Vin: 1FUJA6CK48L259685 Body Style: TR - TRACTOR Axles: 3 Comb: 6
Seats: Unladen Wt: 17500 Fuel: D - Diesel Color:
Purchase Price: 105900 Wgt Grp: 1 - 80000
Purchase Date: 2 / 1 / 2009 Factory Price: 105900
Leased: ☒ Title State: MO - MISSOURI Title Nbr: applied
TVR Ind: ☒ TVR Nbr Of Days: 45

Motor Carrier Responsible for Safety (MCRS) Information

USDOT: TIN: MCS150 Date: 09/21/2009
Is MCRS expected to change during the registration year? Yes ☐ No ☒

Documentation

Documents: ☐

CONTINUE Submit Quit Refresh Inquiry Help

[Click Here to Access SAFER](#)

- Enter vehicle information (see next page for more information)

DEFINITIONS FOR THE VEHICLE DETAIL SCREEN

- 1) Unit – the number you have assigned to the vehicle
 - 2) VIN – Enter the Vehicle Identification Number as shown on the owner's title. If you used the copy unit function, change the VIN for the new vehicle
 - 3) Year – Enter vehicle manufacturing year
 - 4) Make – Enter the vehicle's make by selecting from the drop down list
 - 5) Body Style – Enter vehicle's body style by selecting from the drop down list
 - 6) Axles – Enter the number of axles the vehicle has
 - 7) Comb – Combined axles. The number of combined axles is automatically displayed after entering axles. Required if the vehicle is registered in Quebec, Canada. If the default is incorrect, change the number
 - 8) Seats – Only required when the vehicle being registered is a bus
 - 9) Fuel – Defaults to diesel. If the vehicle uses a different fuel type, select the correct type from the drop down list
 - 10) Unladen Weight – Enter the empty weight which is the weight of the vehicle when it is empty
 - 11) Wght Grp – Enter the appropriate weight group number for the maximum weight. If unknown, choose the dropdown at the bottom of the screen (next to SUBMIT), and click on Weight Group Selection. The list of weight groups will be displayed. To review a weight group, check the box next to it.
 - 12) Purchase Price – Enter the price paid for the vehicle
 - 13) Factory Price – The system provides this information based on a Factory Price Table
 - 14) Purchase Date – The month, day and year the vehicle was purchased by the current owner
 - 15) Leased – Click on this box if the name on the title differs from the name on the account
 - 16) Owner – Enter the name of the current owner as shown on the title or title application
 - 17) Title State – Using the dropdown, enter the state where the vehicle is titled
 - 18) TVR Ind/TVR Nbr of Days – If you failed to request temporary vehicle registration at the beginning of the transaction, and wish to do so now, check the TVR box.
 - 19) Safety Indicator – Check only if the motor carrier responsible for safety will change during the registration year.
 - 20) USDOT – Enter the USDOT number of the motor carrier responsible for the safety of the vehicle being added
 - 21) TIN – Enter the federal tax identification number of the motor carrier responsible for the safety of the vehicle being added.
-
- b. When all information is entered, click on **SUBMIT** - Review entries for correctness and click **SUBMIT** again to confirm
 - c. If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle so that you can begin to process the next one. Change the vehicle control number if needed.
 - d. Proceed to billing, by completing all entries and submitting.

7. The IRP Billing page appears without invoiced amounts

HOME APPLICATIONS INQUIRY CUSTOMER SEARCH REPORTS MY SETTINGS My Favorites

Information IRP BTA PERMITS CVIEW CO/OW HW/WT WORKLIST Pending Insurance

IRP Billing Account Hbr: 1 Fleet Hbr: 1 Exp MM/YY: 12/2008
Supp Hbr: 0004 ADD VEHICLE USDOT Hbr: 70289

IRP Fee: 0.00 Supplement Status: OPEN
Mo Schedule I Fee: 0.00 Waive Trailer Fee: ☐ Effective Date: 01 / 24 / 2008 REG MONTHS: 12
Mo Schedule II Fee: 0.00 Receipt Date: 01/24/2008 NBR OF VEHICLES: 1
Cab Card Fee: 0.00 ☐ Billing Date:
Replace Tag Fee: 0.00 ☐ Invoice Date:
Grade Crossing Fee: 0.00 ☐ TWR Ind: ☐ TWR Hbr of Days: 0
Transfer Fee: 0.00 ☐
Revenue Transfer Fee: 0.00 ☐
Late Filing Penalty: 0.00 ☐ Delivery Options P - Print
Late Pay Penalty: 0.00 ☐
Total Due: 0.00
Credit Applied: 0.00
Net Amount Due: 0.00

CONTINUE Submit Quit Refresh Inquiry Help

- Select a delivery option for your credentials or documents
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email – Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List (find in the REPORTS tab)
- Click **SUBMIT** – fees will calculate. Click **SUBMIT** again to confirm and billing will be invoiced. The red message appears, **SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE**

SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE

CONTINUE Submit Refresh Inquiry Help

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

WHAT YOU NEED TO KNOW BEFORE MAKING AN ONLINE PAYMENT

If you do not wish to pay online, you may send a check with a copy of your invoice to:

Mailing address

MoDOT Motor Carrier Services
P O Box 893
Jefferson City, MO 65102

Physical Address (for shipping by UPS, FedEx, DHL, etc.)

MoDOT Motor Carrier Services
1320 Creek Trail Drive
Jefferson City, MO 65109

Credit/Debit Card

MoDOT Motor Carrier Services accepts Visa, MasterCard, American Express, and Discover.

Convenience Fee

A convenience fee, charged by the card processing company, is added to each transaction. The fees are based on the amount of the transaction, see table below:

Transaction Dollar Amount	Convenience Fee
0-\$33	\$1.00
\$33.01-\$100	3%
\$100.01-\$250	2.95%
\$250.01-\$750	2.85%
\$750.01-\$1000	2.80%
\$1000.01-\$1500	2.75%
\$1500.01-\$2000	2.70%
\$2000.01and up	2.60%

Security Code (CV2)

The security code, also known as a CV2, is a three-digit number printed on the signature section on the back of the card. Enter the security code in the box marked "**CV2**". It is a required field.

If you pay in person or by phone, the MoDOT agent will ask for the code.

Get Fee

Use the Get Fee button to calculate the exact amount of the convenience fee. When the fee appears, you can apply payment.

Using e-check

Pay directly from a checking account. The convenience fee for this service is 60 cents, regardless of the transaction amount.

PROCESSING AN ONLINE PAYMENT

Click on the **PAYMENT** tab and choose **PAYMENT SYSTEM**

The screenshot shows the online payment system interface. The **PAYMENT** tab is selected in the top navigation bar. Below the navigation bar, the **Payment System** link is highlighted. The **Current Customer Information** section displays: Customer ID: 50279, Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION, and USDOT: 9898989. The **Invoice List** section shows a table with 18 items found, displaying 1 to 10. The first item is highlighted with a blue ID number 745182. A callout box labeled **Invoice Status** points to the status dropdown menu, which is set to **INVOICED**. A text box next to the callout says: "Click the drop down list for invoice status and select **INVOICED**".

Description	ID	Status	Balance	Date/Time
IRP\000012327\01\03 \2010\0000	745182	INVOICED	\$3084.48	2009/05/07 10:27:27

1. Click on the **BLUE ID NUMBER** of the invoice you wish to pay. Invoice details will appear on the right side of the screen.

The screenshot shows the online payment system interface with the **Motor Carrier Services** header. The **PAYMENT** tab is selected. The **Customer Information** section displays: Customer ID: 50279, Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION, and USDOT: 9898989. The **Invoice List** section shows a table with 2 items found, displaying 1 to 10. The first item is highlighted with a blue ID number 894678. The **Invoice Details** section displays: Invoice ID: 894678, Activity: IRP, Act No: 000012327, Supplement No: 0000, Fleet No: 01, Fleet Exp. Date: 03/2010, Line Item No: IRPP000012327012010030000, and Transaction Delivery Option: Print. The **Total Amount Due** is \$3091.50. The **Recent Delivery Options** section shows a dropdown menu with options: Preview, Email, Fax, and Mail. The **Payment Methods** section shows a dropdown menu with options: -- choose one --, Credit Card / Debit Card, and E-Check. A text box below the dropdown menu says: "We accept MasterCard, American Express, Discover, and Visa." An **Apply Payment** button is located at the bottom right.

Description	ID	Status	Balance	Date/Time
IRP\000012327\01\03 \2010\0000	894678	INVOICED	\$3091.50	2010/03/25 10:08:03
IRP\000012327\01\03 \2009\0002	752740	PAID	\$0.00	2009/04/17 08:53:19

2. Choose a delivery option
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email –Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List (find in the REPORTS tab)

3. Choose a payment method

E-check

Payment Methods:

E-Check ▼

We accept MasterCard, American Express, Discover, and Visa.

Check Type: ☒ Company Check ☐ Personal Check

Account Type: ☒ Checking Acct ☐ Savings Acct

Name on Check:

Bank Routing Number:

Account Number:

Re-Enter Account Number:

Payment Amount: \$

A convenience fee of \$0.60 will be added to the total amount of your payment if you choose to pay by E-Check.

All convenience fees are paid to the company that processes the E-Check transactions.

Trouble finding Bank Routing Number and/or Account Number on your check? [Click Here for some help.](#)

Credit/Debit Card

Payment Methods:

Credit Card / Debit Card ▼

We accept MasterCard, American Express, Discover, and Visa.

Card Type: ☐ American Express ☒ Master ☐ Discover ☐ Visa

Name on Credit Card:

Expiration Date: -- month -- ▼ -- year -- ▼

Credit Card Number: CV2:

- Fill in the requested information (include CV2 security code from the back if using a card) and click on **APPLY PAYMENT** or **GET FEE**, depending on your option
- The status will change to **PAID** when full payment is processed
- Your receipt will come to you by fax or email, depending on which delivery option you chose
- Credentials will be issued when payment is made in full and all supporting documents are received

HOW TO CONTINUE A SUPPLEMENT AFTER EXITING THE PROGRAM (SUPPLEMENT CONTINUANCE)

If you exit the program at any time during a transaction before the renewal is in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to get back to the point where you left off.

MoDOT Carrier Express holds a renewal or supplement transaction at the point of the last saved page. To resume your work, choose supplement continuance.

1. From the IRP Main Menu, select **SUPPLEMENT CONTINUANCE**

State of Missouri
Motor Carrier Services

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HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OS/OW HW/WT

My Favorites GO

IRP Main Menu Account Nbr: 947 CALLAWAY CARRIERS INC

Renewal
Supplement
Supplement Continuance
Reprint

CONTINUE Submit Refresh Help

ACCOUNT NBR: 1
FLEET NBR:
EXP MM/YR:
SUPP EFF DATE: 5 6 2008
TVR REQUIRED: ☐ TVR NBR OF DAYS:

2. Account information will be requested. Complete the screen as follows:

ACCOUNT NBR	IRP Account Number
FLEET NBR	Fill in the fleet number if needed
EXP MM/YR	Enter the month and year that the renewed license will expire.
SUPP NBR	Enter the supplement number you want to resume. If you do not know the number, leave blank and click on SUBMIT. A list of supplements will appear. Choose the one you wish to continue.

3. Click **SUBMIT**. The renewal will open where you left off
4. Continue processing the application

INQUIRY PROCESS

This process allows you to search (inquire/view) information in your account. You can review supplement statuses, fleet active vehicles, weight groups, etc.

You cannot process additional functions from the Inquiry function. You must return to the **APPLICATIONS** tab to process additional functions.

Click the **SEARCH** tab

The **IRP Inquiry Menu** page will display

The screenshot shows the 'Motor Carrier Services' web application. At the top, there's a navigation bar with tabs: HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH (highlighted), and REPORTS. Below this is a sub-navigation bar with 'Information', 'IRP Search', and 'IFTA Search'. The main content area is titled 'IRP Inquiry Menu' and contains a vertical list of buttons: Fleet, Fleet Mileage, Weight Group, Supplement, Temporary Vehicle Registration, Fleet Active Vehicles, Fleet Deleted Vehicles, Fleet Credit Vehicles, Vehicle, Jurisdictional Fee, Vehicle Supplement Inquiry, and Shipment Document. At the bottom of the menu, there is a 'CONTINUE' dropdown menu and 'Submit' and 'Refresh' buttons.

Click on **IRP SEARCH**

Choose the option you wish to inquire from the menu on the left side of the page

Complete the screen as follows:

FLEET NBR	Enter the fleet number for the supplement you wish to continue.
EXP MM/YR	Enter the month and year of the fleet's registration period.
ALL OTHER FIELDS	Enter only one search option at a time.

Click **SUBMIT** to continue. From here you can filter through the screens as needed. Choose from drop down lists such as **RETURN** to go back to a previously viewed screen. Do not use your browser's "back" button. Using the back button or arrow will end your MoDOT Carrier Express session. You would then be required to log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.